

UNITED STATES GOVERNMENT

# Memorandum

TO : Chief, Logistics Services Division      DATE: 30 July 1963

FROM : Chief, Building Services Branch

SUBJECT: Monthly Activity Report

## A. PROJECTS AND STUDIES IN PROGRESS

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1. The move to [REDACTED] has been completed.

2. R & S self-service supply room has been completed, and is in operation.

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3. Pick-up of classified trash from [REDACTED] for destruction at [REDACTED] is now on schedule. Instructions for marking non-soluble material issued to [REDACTED] have been disregarded. Bags containing wood, wire, and plastic have been received making disposal difficult.

4. The eastern storage section of [REDACTED] occupied by this branch has been cleaned up and locations marked; the western section is still occupied by NPIC and GSA. Stock record cards are in use at this location indicating the quantity of reissuable material.

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5. It is anticipated that the August first deadline for the PTI of excess material located in the basement will be accomplished.

[REDACTED]

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